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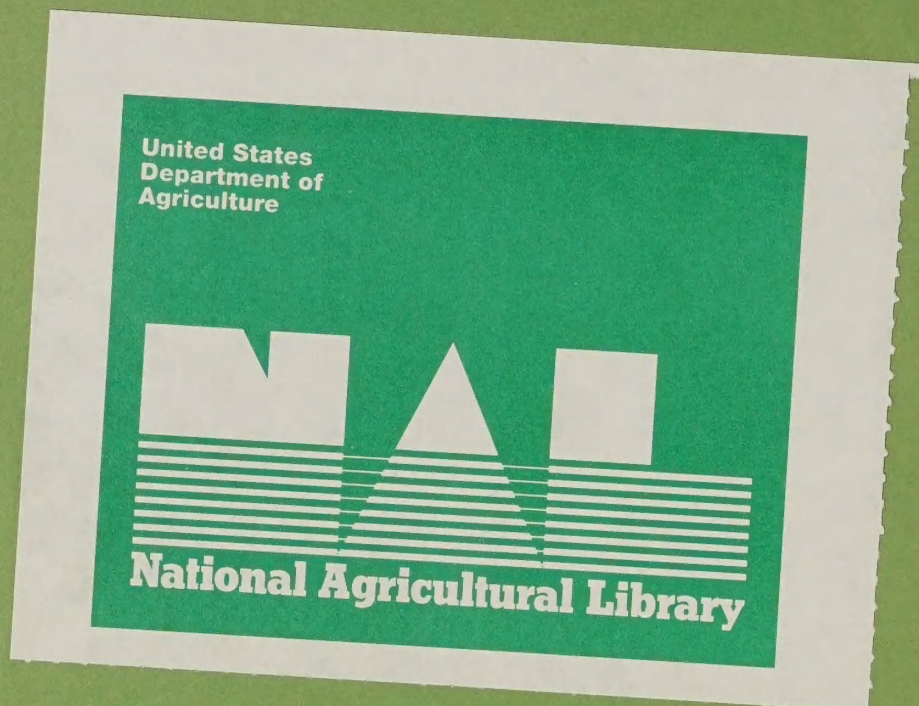
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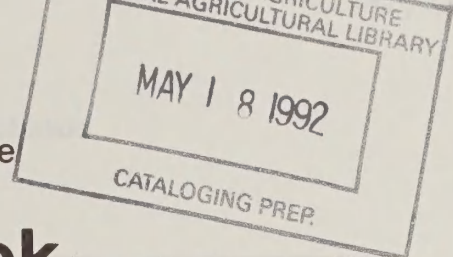
August 1990

Hop Inspection Handbook

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United States Department of Agriculture
Federal Grain Inspection Service



Program Handbook

August 1, 1990

Foreword

The Federal Grain Inspection Service (FGIS) provides hop inspection services under the authority of the Agricultural Marketing Act of 1946, as amended (AMA).

This handbook sets forth the policies and procedures for sampling, inspecting, and certificating hop, and is applicable to FGIS field offices and designated cooperators.

This handbook, which is effective August 1, 1990, supersedes the FGIS Inspection Handbook for Hops, dated June 1, 1976.

John W. Marshall
Director
Field Management Division

United States Department of Agriculture
Grain Inspection, Packers and Stockyards Administration
Federal Grain Inspection Service

Issuance Change

CHANGE TO

△ PROGRAM NOTICE

△ DIRECTIVE

★ HANDBOOK

CHANGE NO.	TO (No.)	TITLE	DATE
2		Hop Inspection Handbook Chapter 3	10/01/02

PURPOSE OF CHANGE

This chapter is being revised to better clarify the rounding procedures for computing, recording and certificating the percentage of leaf and stem, and seed, determinations in Hops.

FILING INSTRUCTIONS

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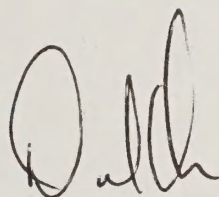
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Chapter 3

8-1-98

Chapter 3

9/30/02



David Orr, Director
Field Management Division

U.S. DEPARTMENT OF AGRICULTURE
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P.O. Box 96454
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HOP INSPECTION HANDBOOK
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U.S. DEPARTMENT OF AGRICULTURE
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HOP INSPECTION HANDBOOK
Chapter 1
General
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CHAPTER 1

GENERAL

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1.1 INTRODUCTION

The inspection of hop is a service provided under the Agricultural Marketing Act of 1946 (Act). This service is provided, upon request, by either a Federal Grain Inspection Service (FGIS)-designated cooperator (e.g., the State of Washington) or an FGIS field office, depending upon the location of the lot and the type of inspection requested. Official inspections of hop are performed by trained and licensed (or authorized) official personnel, employed by FGIS or the cooperator. All official personnel are closely monitored and supervised by FGIS to ensure accurate, reliable hop inspection services.

1.2 DEFINITIONS

A. Carrier. A truck, trailer, truck/trailer combination, railroad car, barge, ship, or other container used to transport bulk, sacked, or packaged hop.

B. Certification. The process of issuing an official certificate that indicates the quality of a lot or sample of hop.

C. Composite sample. A single sample composed of numerous small portions (core samples) taken throughout a lot.

D. Cooperator. An agency or department of the Federal Government which has an interagency agreement or State agency which has a reimbursable agreement with FGIS.

E. Core sample. A portion of hop extracted from a bale of hop for inspection purposes.

F. Core sampler. A probe-type device approved by FGIS for officially sampling hop. Core samplers are composed of a steel tube that is approximately 10 inches in length and 3 inches in diameter, with a sharp cutting edge, convenient handles, and an expeller attached inside the tube. The resulting sample to be a core approximately 6 inches in length.

G. Dried hop. Kiln dried hop in bulk, in bales, or in some other form of package.

H. Extraneous matter. Material foreign to the hop plant.

I. Grower number. A number assigned by the Hop Growers of America that identifies a specific grower. Grower numbers shall consist of three or more alphanumeric characters.

J. Hop. The cones of the cultivated varieties of hop.

K. Leaf and stem. The leaf and stem of the hop plant, except the approximately 1-inch long stems (petioles) that bear the individual cones.

L. Lot. Any identified amount of hop offered by an applicant for inspection.

M. Lot inspection. The process of inspecting an official sample drawn from a lot of hop located in a hop processing plant, warehouse, or some other location.

N. Official personnel. Any authorized Department employee or person licensed by the Administrator (FGIS) to perform all or specified functions under the Act.

O. Official sample. A representative sample drawn by official personnel licensed or authorized by FGIS.

P. Official technician. Any official personnel who performs, monitors, or supervises the performance of specified inspection services and certifies the results thereof, other than certifying the grade of a commodity.

Q. Sampling. The process of drawing a sample from a lot of hop.

R. Security container. A locked container in which official personnel store hop samples, supplies, and equipment.

S. Seed. Hop seed, regardless of maturity.

T. Submitted sample inspection. The process of inspecting a sample of hop that was drawn and submitted by an applicant for inspection.

1.3
ORIGINAL
INSPECTION
SERVICES

A. Any interested person may apply for original inspection services.

B. Request may be made verbally or in writing.

1. Verbal requests shall be confirmed, in writing, upon request. All written requests shall be made in English and include the following:

a. The identification, quantity, and location of the hop;

b. The type of service(s) requested;

c. The names and mailing addresses of interested persons; and

d. Any other relevant information that official personnel require.

2. Copies of request forms may be obtained from the cooperator or FGIS field office. If all required documentation is not available when the request is made, it shall be provided as soon as it is available. At their discretion, official personnel may withhold inspection service pending receipt of the required documentation.

C. Requests for original inspection service, other than submitted sample inspections, must be made with the cooperator or FGIS field office responsible for the area in which the service will be provided.

D. Requests for submitted sample inspections may be made with any cooperator or FGIS field office that provides original hop inspection service.

E. Requests for inspection of hop during loading, unloading, handling, or processing must be submitted far enough in advance so official personnel can be present.

1.4
APPEAL
INSPECTION
SERVICES

A. Any interested person may request an appeal inspection. When more than one interested person requests an appeal inspection service, the first interested person to file is the applicant of record.

B. Only one appeal inspection service may be obtained from any original inspection service.

C. The scope of an appeal inspection service shall be limited to the scope of the original inspection service. If the request specifies a different scope, the request shall be dismissed.

D. Request may be made verbally or in writing.

1. Verbal requests shall be confirmed, in writing, upon request. All written requests shall be made in English and include the following:

a. The identification, quantity, and location of the commodity;

b. The type of service(s) requested;

c. The names and mailing addresses of interested persons; and

d. Any other relevant information that official personnel require.

2. Requests for appeal inspection services must be submitted to the FGIS Portland Field Office.

3. Copies of request forms may be obtained from the cooperator or FGIS field office. If all required documentation is not available when the request is made, it shall be provided as soon as it is available. At their discretion, official personnel may withhold inspection service pending receipt of the required documentation.

E. The applicant may request that an appeal inspection be based on the file sample or a new sample. However, an appeal inspection shall be based on a new sample only if the lot can positively be identified by official personnel as the one that was previously inspected; and the entire lot is available and accessible for sampling and inspection.

F. An appeal inspection certificate supersedes the original inspection certificate. The superseded certificate will be considered null and void as of the date of the appeal inspection certificate. The original inspection certificate for the inspection being appealed should be promptly surrendered.

G. An appeal inspection certificate will be issued before the close of business on the business day following the date the appeal inspection is completed.

1. Each appeal inspection certificate shall clearly show the word "Appeal" and the following statement: "This certificate supersedes Certificate No. _____, dated _____."

2. When the results of an appeal inspection service are based on a file sample, the certificate shall show the statement "Quality results based on file sample."

3. If the superseded original certificate is in the custody of FGIS, the superseded certificate shall be marked "VOID." If the superseded certificate is not in the custody of FGIS at the time the appeal certificate is issued, the following statement shall be shown on the appeal certificate: "The superseded certificate identified herein has not been surrendered."

H. A request for an appeal inspection service shall be dismissed when:

1. The scope is different from the scope of the original inspection service;

2. The condition of the hop has undergone a material change;

3. The request specifies a file sample and a representative file sample is not available;

4. The applicant requests that a new sample be obtained and a new sample cannot be obtained; or

5. The reasons for the appeal inspection are frivolous.

I. Official personnel shall notify the applicant of the proposed dismissal of service. The applicant shall then be afforded reasonable time to take corrective action or to demonstrate there is no basis for the dismissal. If corrective action has not been adequate, the applicant shall be notified of the decision to dismiss the request for service, and any results of service shall not be released.

J. An applicant may withdraw a request for appeal inspection service any time before official personnel release results, either verbally or in writing.

1.5
NEW ORIGINAL
INSPECTION
SERVICES

A. When circumstances prevent an appeal inspection, an applicant may request a new original inspection on any previously inspected lot.

B. A certificate issued as a result of a new original inspection is, in fact, an original inspection. It will be based on a new sample and will not be restricted to the scope of any previous inspection.

C. The applicant may request, subsequently, any or all of the inspection services provided for by the regulations. A new original inspection certificate will not supersede any previously issued certificate. However, when possible, the outstanding original inspection certificate should be surrendered.

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HOP INSPECTION HANDBOOK
Chapter 2
Sampling
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CHAPTER 2

SAMPLING

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2.1
REPRESENTATIVE
SAMPLE

Obtaining a representative sample from a lot of hop is an important and essential part of hop inspection. If the sample is not representative, the inspector's final determination will not reflect the true quality of the lot. In order for a sample to be considered representative, it must be:

1. Obtained by official personnel in accordance with official procedures;
2. Obtained using FGIS-approved equipment - the core sampler is the only equipment approved by FGIS for sampling hop;
3. Of the prescribed size; and
4. Handled securely and protected from manipulation, substitution, and careless handling.

2.2
DETAILED WORK
RECORDS
(SAMPLE TICKETS)

A. The accurate recording of the lot's identity and its condition at the time of sampling is essential to the correct certification of the lot's quality. If the condition is not reported on the sample ticket, the lot could be inadvertently misgraded. This is why samplers must record all unusual conditions and other pertinent information on the sample ticket.

B. Sample tickets shall contain the following information:

1. The sampler's signature or initials.
2. The date the sample is obtained.
3. The location of the lot of hop at the time of sampling. If the city and/or State in which the sampling took place is not obvious, this shall be shown.
4. Full identification of the lot. This shall include the grower number and lot number.
5. The number of bales in the lot.
6. Any other pertinent information that may affect the inspection or certification of the lot.

2.3
LOT
ACCESSIBILITY

The entire lot should be completely and safely accessible. If a lot is not completely accessible for sampling, dismiss the request for service or, at the applicant's request, sample that portion of the lot that is accessible and issue a "partial inspection" certificate.

2.4
LOT
IDENTIFICATION

Each lot of hop tendered for lot inspection must be identified by the grower's lot number or other lot number or symbol stenciled on each bale.

1. Adequate identification for inspection purposes consists of not less than three alpha numeric characters (symbols, digits, or letters or any combination thereof).

2. Identifying marks should be stamped, in ink, in a conspicuous place on the bale and should be in characters approximately 2 inches high. Chalked numbers or symbols are not considered adequate identification. When consecutive numbering of the bales in a lot are a part of the identification, these numbers must be in ink.

3. There must be no duplication of identifying marks on two or more lots tendered for inspection. A lot may consist of any number of bales of the same or similar type and quality which are properly identified and tendered as a unit for sampling, inspection, and certification.

4. Care should be taken to ensure that the proper identification information is recorded. Official personnel must obtain identification information personally. Do not transcribe the information from the application or other documents supplied by the applicant or others.

2.5
SAMPLE
HANDLING AND
SECURITY

A. A representative sample shall never be out of the control and/or observation of the sampler. Special care shall always be taken to protect samples from manipulation, substitution, and improper handling. There are many ways in which a sample may lose its representativeness. For example, a sample shall no longer be considered representative if it is:

1. Spilled, no matter how little is lost or how much could be recovered.

2. Stored in an improper manner or in an area not under the control of official inspection personnel. When samples are not analyzed on the same day they are obtained, store them in a cool, dry place to prevent any change in condition.

3. Transported by means which do not ensure the integrity of the sample.

B. Official samples may be shipped via U.S. mail or commercial parcel service, provided that the samples are delivered directly to official personnel and all other necessary security precautions are taken. Such precautions may include enclosing the sample bag in a mail bag secured by a metal seal, if warranted.

2.6
SAMPLING
PROCEDURES

Obtain core samples from an appropriate number of randomly-selected bales in the lot.

1. Determine the number of bales in the lot.
2. Determine the minimum number of bales from which core samples need to be drawn (see Table 1).

Table 1
Sampling Rate

<u>Bales</u> <u>in Lot</u>	<u>Bales</u> <u>to Sample</u>	<u>Bales</u> <u>in Lot</u>	<u>Bales</u> <u>to Sample</u>	<u>Bales</u> <u>in Lot</u>	<u>Bales</u> <u>to Sample</u>	<u>Bales</u> <u>in Lot</u>	<u>Bales</u> <u>to Sample</u>
1-25	6	221-240	30	481-500	56	741-760	82
26-39	8	241-260	32	501-520	58	761-780	84
40-54	10	261-280	34	521-540	60	781-800	86
55-70	12	281-300	36	541-560	62	801-820	88
71-85	14	301-320	38	561-580	64	821-840	90
86-100	16	321-340	40	581-600	66	841-860	92
101-120	18	341-360	42	601-620	68	861-880	94
121-140	20	361-380	44	621-640	70	881-900	96
141-160	22	381-400	46	641-660	72	901-920	98
161-180	24	401-420	48	661-680	74	921-940	100
181-200	26	421-440	50	681-700	76	941-960	102
201-220	28	441-460	52	701-720	78	961-980	104
		461-480	54	721-740	80	981-1000	106

For lots larger than 1,000 bales, draw a sample from 2 additional bales for each 20 additional bales, or fraction thereof, in the lot.

3. Randomly select the proper number of bales and draw one core sample from each selected bale. If the lot is of such size (e.g., one or two bales) that one core sample from each selected bale will not yield enough sample to perform all requested analyses, then two or more core samples may be drawn from each selected bale.

NOTE: If additional bales are added to a lot after the lot has been initially sampled, draw a sample from 2 of the additional bales for each 20 bales, or fraction thereof, that are added to the lot.

4. Take the sample from the side of each selected bale as follows:

a. When a point is selected for sampling, cut and spread the hop cloth to permit the core sampler to enter the hops.

b. Thrust the sampler full depth into the hops with a slight rotary motion.

c. When the sampler is withdrawn from the hops, carefully empty the sample into an approved container.

d. Mark the identity of the lot from which the sample was drawn on the sample container.

e. Close the bale opening by sewing or by another appropriate method.

5. During or immediately after sampling a lot, stencil on the "head" of all bales in the lot:
"Federal-State Inspection."

NOTE: Keep all core samples separate. In some cases, the core samples delivered to the laboratory at the close of the day represent only part of the lot. Store these part-lot samples so that they remain representative of the entire lot.

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3.1 WORK RECORD

Record the results of all tests and findings clearly and accurately on a laboratory ticket or similar form to the nearest tenth percent. This will be used as the source of the information reported on the inspection certificate.

3.2 REPRESENTATIVE PORTION

A part of the representative sample separated from the original sample by means of an FGIS approved device.

3.3 FILE SAMPLE

- a. A file sample is a representative portion of a lot or sample. File samples may be used in conjunction with the work sample, when needed. They may also be used for monitoring and appeal inspection purposes.
- b. Retain file samples in appropriate containers for a minimum of fifteen calendar days. After maintaining for the required period, dispose of the file samples in accordance with established procedures.

3.4 BASIS OF DETERMINATION

Determine all factors on the basis of the sample as a whole.

3.5 COMPOSITING AND SUBDIVIDING SAMPLES

- a. Review the information on the sample ticket to determine if the number of core samples taken corresponds to the number of core samples required.

NOTE: Do not perform compositing, subdividing, or analytical work until all sampling of the lot has been completed.

- b. Composite and subdivide the core samples into representative portions for analysis and a file sample as follows:
- (1) Carefully remove each sample from its container.
 - (2) Loosen each individual core sample, and pour it onto a divider pan.
 - (3) Examine each sample on the divider pan for any unusual conditions that might affect the analysis. Record any unusual conditions, such as the presence of heavy vine or other objectionable material. Stems over 1 inch long should be cut or broken into smaller pieces (approximately ½-inch) and mixed through the sample.
 - (4) Spread the individual core samples evenly in the divider pan and then drop them through the divider in a swaying fashion so it passes freely and uniformly. This permits an even flow of hop to fall through the divider opening so that the sample is divided evenly.
 - (5) Examine and divide all the samples in the lot in the aforementioned manner. Discard all remaining sample material.
 - (6) Sub-divide the sample further to obtain:
 - (a) Approximately 90 grams for leaf and stem analysis,
 - (b) Approximately 45 grams for seed analysis, and
 - (c) Approximately 200 grams for a file sample.
 - (7) Identify the file sample and store it in a clean, dry place for a minimum of 15 days. Identify the portions to be used for the leaf and stem determination and the seed determination with tags showing the lot identity.

3.6 LEAF AND STEM ANALYSIS

- a. Weigh the representative portion using an FGIS approved scale. Record the weight on the work record.
- (1) Place 20 to 30 grams of the representative portion on top of a 1/8-inch wire-mesh sieve with a bottom pan.

NOTE: The sieve may be sprayed with silicone-type polish to prevent the buildup of lupulin or other resinous material.

- (2) Sieve the portion until the material is sufficiently separated by particle size, but do not over-sieve. Excessive sieving can degrade the integrity of the portion and bias the final results. Set aside the material remaining on top of the 1/8-inch wire-mesh sieve for handpicking. This material will consist chiefly of whole hop cones and large leaf particles.
- (3) Discard all of the material remaining in the bottom pan.
- (4) Repeat the sieving procedure for the remainder of the representative portion.

NOTE: Occasionally wash the sieve in alcohol or a suitable solvent to free it from accumulation of resinous material.

- b. Handpick the material remaining on top of the 1/8-inch wire-mesh sieve.
 - (1) All hop stems not exceeding 1 inch in length, which bear or have borne the individual cones, and all seeds, strigs, and lupulin shall be considered as hops.
 - (2) All leaf stems (regardless of length), all hop stems in excess of 1 inch in length, all leaf material, and all vine material shall be considered as leaf and stem material.
- c. Weigh the "handpicked" separation to the nearest hundredth of a gram using an FGIS approved precision class scale.
 - (1) Compute the percent of leaf and stem on the basis of weight of the original portion.
 - (2) Record the results to the nearest hundredth of a percent on the work record.

- (3) State the results on the official certificate in terms of whole percent, with a fraction of a percent disregarded.

For example:

0.00 to 0.99 percent is recorded as 0 percent;
1.00 to 1.99 percent is recorded as 1.0 percent;
2.00 to 2.99 percent is recorded as 2.0 percent, etc.

3.7 SEED ANALYSIS

- a. Weigh the representative portion using an FGIS approved scale. Record the weight on the work record.
- b. Drive off the sticky resinous material by packing the portion loosely into a metal container with a cover and place in an air oven at approximately 118 degrees Centigrade for approximately 2 hours.
- c. Free the seeds from the hops by folding the dried sample in a coarse, mesh, cotton cloth and rub vigorously, or thresh mechanically.
 - (1) Separate the finely broken, dried hop material from the hop seeds by using a small clipper mill or a 4 x 20 wire-mesh sieve.
 - (2) Separate the strigs remaining with the seeds by the use of an inclined handtray lined with sandpaper, or by other satisfactory devices which hold the strigs and other material and permit the seeds to roll off.
- d. Weigh the seeds to the nearest hundredth of a gram using an FGIS approved precision class scale.
 - (1) Compute the percent of seed on the basis of weight of the original portion.
 - (2) Record the results to the nearest hundredth of a percent on the work record.
 - (3) State the results on the official certificate in terms of whole percent with a fraction of a percent disregarded. See example under 3.6 "Leaf and Stem Analysis", section c.(3).

3.8 MONITORING HOP INSPECTIONS

- a. FGIS field office managers (FOMs) and Federal/State managers (F/SMs) shall be responsible for monitoring the performance of all hop inspections performed within their assigned circuit.
- b. As directed by the FOM or F/SM, hop inspections may be monitored either by onsite sample reviews and/or by sample exchanges. To facilitate sample exchanges:
 - (1) Official personnel at hop inspection service points shall, at the request of the FGIS field office or Federal-State office, randomly select hop file samples.
 - (2) File samples selected for monitoring, along with their completed work records, shall be promptly mailed to the responsible FGIS field office or Federal-State office.
 - (3) Upon receipt, FGIS field office or Federal-State personnel shall inspect each monitoring sample using the prescribed portion sizes, but without previous knowledge of the original inspection results. The monitoring inspection results for each factor determination shall be compared with the original inspection result and significant differences noted.
- c. When a monitoring inspection factor result differs significantly from an original inspection fact or result, issue a notice of correction (form FGIS-301, "Description of Performance" or form FGIS-153, "Corrective Action Report") and direct appropriate follow-up action.

U.S. DEPARTMENT OF AGRICULTURE
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HOP INSPECTION HANDBOOK
Chapter 4
Certification
8-1-90

CHAPTER 4
CERTIFICATION

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4.1
GENERAL

A. Official certificates issued and not superseded under the Act and the regulations are receivable by all offices and all courts of the United States as prima facie evidence of the truth of the statements stated thereon.

B. A certificate shall be issued for each lot or submitted sample inspection.

C. The information shown on the certificate shall be taken from the work record and the application for service.

D. Cooperators may use FGIS forms and certificates or their own forms and certificates. All forms and certificates must be approved by FGIS prior to use.

4.2
LOT INSPECTION
CERTIFICATE

A. A lot inspection certificate shall be issued to show the results of an inspection of a lot of hop based on a sample drawn by official personnel.

B. A lot inspection certificate shall not be issued as representing an identified lot unless the entire lot is accessible for examination and a representative sample can be obtained.

C. There may be circumstances when the entire lot is not accessible for sampling. In such instances, official personnel may issue an inspection certificate for the quantity of hop that is accessible, provided that:

1. The words "PARTIAL INSPECTION" are shown in a conspicuous location on the heading of the certificate, and

2. The number of bales in the lot that were accessible for sampling and the total number of bales in the lot are shown in the space provided for "Quantity." For example: "500 bales, part of an undivided lot of 1,250 bales."

4.3
SUBMITTED
SAMPLE
INSPECTION
CERTIFICATE

A. A submitted sample inspection certificate shall be issued to show the results of an inspection of hop based on a sample submitted by an applicant.

B. Each submitted sample inspection certificate shall clearly state that the results of the inspection apply only to the sample described by the certificate and not to the bale or lot from which the sample may have been taken.

C. A submitted sample may be identified by the applicant by sample number, producer's name, letters of the alphabet, warehouse name, or any other identification other than bale or lot identifiers. If a submitted sample is not adequately identified, the inspector may assign a number to the sample or request the applicant to assign a number or other identifier to the sample.

NOTE: No submitted sample inspection certificate will be issued that shows, directly or indirectly, the grower's lot number, the number of bales, carrier identification, or the origin of the hop.

4.4
DIVIDED-LOT
CERTIFICATE

A. Divided-lot certificates are multiple certificates issued for specified hop quantities which comprise a lot for which an original lot inspection certificate has been issued, surrendered, and voided.

B. When hop is offered for inspection and is certificated as a single lot, the applicant may exchange the lot inspection certificate for two or more divided-lot certificates.

C. Requests for divided-lot certificates shall be made, in writing, to the office that issued the outstanding certificate by the applicant who made the initial request.

NOTE: Because of unique hop marketing characteristics, the requirement that divided-lot certificates must be issued "within 5 business days of the outstanding certificate date" has been waived for hop. Divided-lot certificates may be issued for hop throughout the marketing year.

D. Requests for divided-lot certificates must show:

1. Hop quantity to be shown on each divided-lot certificate.

2. Name and address of each consignee, if any.

3. Load order number, purchase authorization number, reference number, contract number, letter of credit identification, or similar identification required for each individual consignee.

E. Prior to issuing a divided-lot certificate, the original inspection certificate must be in the custody of the cooperator or FGIS field office and be marked "VOID-SURRENDERED FOR DIVIDED-LOT CERTIFICATES."

F. If official personnel determine that the condition of the affected hop has changed since the original inspection, the request for divided-lot certificates shall be dismissed.

G. Show the same information and statements, including approved statements, that were shown on the superseded certificate on each divided-lot certificate. Additionally, show on each divided-lot certificate the following:

1. On the original and all copies, in the space provided for "RESULTS OF INSPECTION," show the completed statement "This hop lot is part of an undivided lot of (show number of bales)."

2. On the original, the term "Divided-Lot Original" and, on the copies, the term "Divided-Lot Copy."

3. The same serial number as shown on the superseded certificate with a consecutively numbered suffix (for example, 1764-1, 1764-2, 1764-3, etc.). Inspection certificates have preprinted serial numbers. The preprinted number must be "X'd" out and replaced with the superseded certificate number and the serially numbered suffix.

4. The hop quantity requested on the application; provided, no divided-lot certificate will be issued which shows, individually or collectively, a hop quantity in excess of the quantity shown on the superseded original certificate.

NOTE: Record the number of bales and certificate number of each divided-lot certificate issued on the back of the cancelled original lot inspection certificate. Retain the original lot inspection certificate in the inspection office.

5. At the request of the applicant, a separate consignee, load order number, purchase authorization number, reference number, contract number, letter of credit identification, or similar identification may be shown on each divided-lot certificate. Provided that the information is furnished by the applicant, in writing, and that the identification shown on the superseded certificate corresponds to that shown on the original certificate.

H. After divided-lot certificates have been issued, further dividing or combining is prohibited except with the approval of the Administrator. These limitations do not apply when a corrected certificate must be issued.

4.5
CORRECTED
CERTIFICATE

- A. The accuracy of the statements and information shown on official certificates must be verified by the individual whose name or signature, or both, is shown on the official certificate or by the authorized agent who affixed the name or signature, or both. Errors found during this process will be corrected according to this section. The term "errors" includes errors of commission or omission and is not limited to errors of commission or omission attributed to official personnel. Such errors may be attributed to the applicant for inspection.
- B. Only official personnel or their authorized agents may make corrections, erasures, additions, or other changes to official certificates.
- C. No corrections, erasures, additions, or other changes may be made which involve identification, quality, or quantity.
- D. If errors are found prior to issuance, the errors may be corrected by either:
1. Issuing a new certificate. The incorrect certificate shall be marked "VOID", or
 2. Making corrections subject to the following requirements:
 - a. The corrections shall be neat and legible.
 - b. The corrections shall be initialed by the individual who corrects the certificate.
 - c. The corrections and initials are shown on the original and all copies.
- E. If errors are found on an official certificate at any time up to a maximum of 1 year after issuance, the errors shall be corrected by obtaining the incorrect certificate and replacing it with a corrected certificate. When the incorrect certificate cannot be obtained, a corrected certificate may be issued superseding the incorrect one.
1. Written or verbal notice of error shall be issued to the applicant and respondents.
 2. The original of the incorrect certificate shall, if possible, be obtained and clearly marked "VOID."
 3. The original and the copies of the corrected certificate shall be issued to the same applicant and respondents who received the certificate found incorrect.

4. The corrected certificate shall show the identical information and statements as shown on the incorrect certificate except:

a. The correct statement or information shall be shown instead of the incorrect or omitted statement or information.

b. The corrected certificate shall show the term "Corrected Original" and the copies shall show the term "Corrected Copy."

c. The original and the copies shall show, in the space provided for "RESULTS OF INSPECTION" the following completed statement: "This certificate is corrected as to (show reason for correction) and supersedes Certificate No. (show superseded certificate number), dated (show date of superseded certificate)."

d. If the incorrect certificate cannot be obtained, the statement "The superseded certificate identified herein has not been surrendered," shall be clearly shown in the space provided for "RESULTS OF INSPECTION." Official personnel shall exercise other such precautions as may be necessary to prevent the fraudulent and unauthorized use of the superseded certificate.

e. A new serial number shall be shown.

5. No corrected certificate shall be issued:

a. For a certificate which has been superseded,

b. For a lot when the applicant has reduced the lot quantity by more than 2 percent, or

c. In any manner other than as prescribed in this section without approval of the FGIS (Standards and Procedures Branch, Field Management Division).

6. The provisions of this section shall be applicable to all levels of certificates.

4.6
DUPLICATE
CERTIFICATE

A. Upon request, a duplicate certificate may be issued for a lost or destroyed official certificate.

B. Requests for duplicate certificates shall be filed:

1. In writing, in English.

2. By the applicant who requested the service covered by the lost or destroyed certificate.

3. With the office that issued the initial certificate.

4. With a statement by the applicant that the original certificate has been lost or destroyed; if lost, that diligent effort has been made to find it without success.

C. The same information and statements, including permissive statements, that were shown on the lost or destroyed certificate shall be shown on the duplicate certificate. Duplicate certificates shall show:

1. The term "Duplicate Original" and the copies shall show "Duplicate Copy."

2. The original and the copies will show, in the space provided for "RESULTS OF INSPECTION," the following completed statement: "This duplicate certificate is issued in lieu of a (show lost or destroyed, as applicable) certificate."

3. The serial number shall be "X'd" out and the lost or destroyed certificate serial number typed on the certificate.

D. Issue duplicate certificates as promptly as possible.

E. The provisions of this section shall be applicable to all levels of certificates.

4.7
CERTIFICATE
INFORMATION

A. Each certificate shall show the date the inspection was performed, the location where the inspection was performed, the quantity of hop in the lot or sample, the factor results or results of other services, and other remarks applicable to the service performed.

1. In the space identified as "DATE OF ISSUANCE" or "DATE," show the day on which the inspection is completed - as shown in the detailed work records.

2. In the space identified as "LOCATION OF COMMODITY" or "CITY AND STATE," show the city and State where the inspection is performed. The place of inspection (e.g., warehouse location) may also be shown.

NOTE: The place of inspection and the city and State where the inspection was performed must be shown on all inspection work records.

3. In the space identified as "QUANTITY AND CONTAINER" or "QUANTITY OF SAMPLE," show:

a. On lot inspection certificates, the quantity of hop in the lot as determined by official personnel. The quantity may be stated in terms of carload, truckload, or trailer load; or in pounds; or by container.

NOTE: The statement of quantity serves as a part of the lot identity and is not to be construed as a certificate of weight or quantity, except when the applicant requests that a lot of packaged hop be checkloaded, checkweighed, or checkcounted and the certificate so states.

b. On submitted sample inspection certificates, the quantity of sample submitted for inspection. That is, the approximate sample quantity shown in terms of weight or volume. No submitted sample inspection certificate shall be issued which shows, directly or indirectly, the quantity of hop in a lot from which the sample may have been taken.

4. In the space provided for "RESULTS OF INSPECTION," show the results of all factor analyses performed. The results of the analysis for leaf and stem and/or seeds shall be shown according to chapter 3 of this handbook.

5. In the space provided for "REMARKS," show required statements and other information which will facilitate hop marketing. No statement may be shown which is known to be false or misleading. This may include information such as warehouse receipt numbers, loan numbers, loading order numbers, seal numbers, and special (FGIS-approved) statements.

NOTE: Refer requests for special statements which are substantially different from previously approved statements to the appropriate FGIS field office or Federal/State office.

a. The wording of these statements may be modified provided the meaning is not altered and the statements are approved by the FOM.

b. Upon request, a statement of origin may be shown on a certificate.

(1) When an origin statement is requested, the applicant must make accessible for examination relevant records which indicate the origin of the hop.

(2) When the records indicate that the hop is a product of the soil and industry of the United States, show the following statement on the certificate: "The hop described herein and relevant records indicating the origin of the hop have been examined, and the hop is found to be a product of the soil and industry of the United States."

(3) When records are not available or are not convincing, the following statement may be shown: "Applicant states that this hop is a product of the soil and industry of the United States."

6. Use the reverse of certificates to show other pertinent information and special statements. If used, show the statement "(see reverse)" or "(continued on reverse)" conspicuously on the front of the certificate. On the reverse of the certificate, show "(Continuation of (show applicable space continued from))".

4.8
AUTHORIZATION
TO AFFIX
NAMES

A. Official personnel's name or signature, or both, may be affixed to official certificates which are prepared from work records signed or initialed by the person whose name will be shown. The agent affixing the name or signature, or both, must:

1. Be employed by a cooperator or FGIS;
2. Have been designated to affix names and/or signatures, or both; and
3. Hold a power of attorney from the person whose name and/or signature will be affixed. The power of attorney will be on file with the employing cooperator or FGIS, as appropriate.

B. When a name and/or signature is affixed by an authorized agent, the word "By" and the initials of the given name and surname of the authorized agent will appear directly below or following the name or signature of the person.

EXAMPLE: "Walter Jacobs _____ by nc."

4.9
VOIDED
CERTIFICATE

Each official certificate which is rendered useless through clerical error or by being superseded by another certificate shall be conspicuously marked "VOID." If a certificate is rendered useless through clerical error, the original of the certificate shall be retained by the office. If a certificate is superseded, the original of the superseded certificate shall be filed, if surrendered, with the copy of the superseded certificate.

4.10
CERTIFICATE
DISTRIBUTION


A. The original and one copy of each certificate shall be distributed to the applicant or the applicant's order. In addition, one copy of each certificate shall be filed with the office providing the inspection; and, if the inspection is performed by a cooperator, one copy shall be forwarded to the appropriate field office. If requested by the applicant prior to issuance of the certificate, additional copies not to exceed a total of three copies shall be furnished at no extra charge.

B. In addition to the aforementioned distribution requirements, one copy of each appeal certificate shall be distributed to each interested person of record or the interested person's agent and to the cooperator or FGIS field office that issued the superseded certificate.

C. When more copies of a certificate are requested than can be furnished from one numbered set, copies may be made by using a copying machine or using the copies of another set by voiding the original and writing across it the reason for voiding; for example: "Extra copies requested by applicant for Certificate No. L-2222." An additional fee for extra copies shall be charged according to the applicable fee schedule.

Attachment 1
HOP INSPECTION HANDBOOK
Chapter 4
Certification
8-1-90

FORM FGIS-993, "COMMODITY INSPECTION CERTIFICATE"
(LOT INSPECTION CERTIFICATE)

U.S. DEPARTMENT OF AGRICULTURE FEDERAL GRAIN INSPECTION SERVICE		ORIGINAL NOT NEGOTIABLE	
		A - 12045	
COMMODITY INSPECTION CERTIFICATE			
HOP LOT INSPECTION 1			
DATE OF ISSUANCE 2	ISSUED AT 3	LEVEL OF INSPECTION 4	
October 14, 1989	Yakima, Washington	Original	
APPLICANT 5	LOCATION OF COMMODITY 6		
Smith Company Wishna, Washington	Smith Warehouse Yakima, Washington		
IDENTIFICATION 7	QUANTITY AND CONTAINER 8		
5-C-123-18	50 - Bales		
9			
Seed: 0 %			
Leaf and Stem: 2 %			
Remarks: This hop lot is part of an undivided lot of 125 bales.			
Fee - \$ 62.00			
I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.		INSPECTOR	10
		Charles Jones	
<small>This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.), and the regulations thereunder (7 CFR 68.1 et seq.), and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws. WARNING: Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both. The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, or national origin.</small>			

INSTRUCTIONS FOR COMPLETING FORM FGIS-993,
"COMMODITY INSPECTION CERTIFICATE"
(LOT INSPECTION CERTIFICATE)

- (1) Enter "HOP LOT INSPECTION".
- (2) Enter the date (month, day, and year) the inspection was completed.
- (3) Enter the name of the city and state of the field office or cooperator's office issuing the certificate; e.g., Yakima, Washington.
- (4) Enter the type of inspection performed; i.e., original or appeal.
- (5) Enter the applicant's name, and city and state.
- (6) Enter the location (name, and city and state) of the lot of hop. If this information is the same as that shown in block 5, the term "Same" may be shown.
- (7) Enter the lot's identification.
- (8) Enter the quantity and container information in terms of carload, truckload, or trailer load; or in terms of pounds; or in terms of a type of container; e.g., 147 bales.
- (9) Enter the names of the factors analyzed and the results; e.g., Seed: 2.

When applicable, enter the word "Remarks", followed by any additional information (e.g., required or approved statements, or fee information) that must be shown on the certificate.

- (10) Enter the name or signature or both of the person who issued the certificate and, if affixed by an authorized agent, the word "By" and the agent's initials.

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